

Cassandra Diamond

Westerlo, NY 12193

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(518)-9218692

Looking to work in an environment to continue building personal and working skills in the working industry.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Inventory Control Specialist

WSI Inc - Waterford, NY

February 2018 to Present

Inventory Control, Customer complaints, handle all discrepancies with product, customer service, quality assurance of shipped product, scissor lift qualified.

Site Supervisor

Janitronics Inc - Albany, NY

September 2017 to January 2018

Customer Relations, Orders, Inventory, Quality Control, Scheduling, Payroll, Direct Crew Members

Store Opener

Stewart's Shops - Delmar, NY

January 2017 to July 2017

Responsible for cash/credit transactions, running store unsupervised, customer service, merchandising product for maximum sale.

General Contractor

Snug Homes - Delmar, NY

September 2016 to January 2017

Rehab of single family homes.

Customer Service Representative

Trustco Bank - Colonie, NY

February 2014 to December 2015

Verify customer accounts, receive and distributed funds, answer phones, comply with company policy, resolve customer issues, log complaints.

Assistant Manager

ShopRite Supermarkets - Slingerlands, NY

August 2012 to October 2013

Education

Early Childhood Education

Capital District Career and Technical School - Albany, NY

September 2007 to June 2009

Local Regents

Berne-Knox-Westerlo High School - Berne, NY

September 2006 to June 2009

Skills

Inventory Control, Warehouse Inventory, Shipping Receiving

Additional Information

Skills & Abilities

Team Player, Creative, Committed, Able to multitask, Independent, High energy, Organized, Problem-solver